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MEMORANDUM FOR: Chief, Support Staff ~~CONFIDENTIAL~~ 14 May 1953

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. GENERAL -

b. The distribution schedule for Agency regulatory issuances is being revised in accordance with the new distribution system. Each organizational unit in OTR will be requested to state its minimum requirements for each type or series (Personnel, Security, etc.) of issuances.

2. SECURITY -

a. Security approval was granted to proceed with the negotiations with [redacted] for the Summer Session.

3. PERSONNEL -

a. The enlisted military T/O [redacted] has been completely filled as of 7 May 1953. This will enable the unit to perform at maximum strength and permit normal troop training programs.

4. SUPPLY AND SERVICES -

a. In addition to the original allotment of twenty-nine air conditioning units for R&S Building, another twenty-five window-type units have been allotted and will be installed as soon as possible. This should provide adequate conditioning for all critical areas in the building except the auditorium. No completion date has been set.

b. Proposed moves - to take place in two to six months:

(1) Clerical training branch (Provisional trainees) from [redacted], to Wing I, First Floor, Curie Hall.

(2) Professional trainees (Provisional) from Room 105, Recreation Building, to Wing G, First Floor, Curie Hall.

25 YEAR RE-REVIEW

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(3) The Director of Training TRG, and the Support Staff,  
from Wing 3, "I" Building, to First Floor, Alcott Hall.

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c. Weekly report of utilization of [ ] facilities is attached.

5. BUDGET AND FISCAL -

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a. [ ] Recreation Hall Administrative Plan has been approved  
retroactive to 20 February 1953.

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b. [ ] Finance Officer Trainee, returned to Head-  
quarters for an additional two weeks training in Finance Division.

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c. Mr. [ ] is presently doing research in the Bureau of the  
Budget library for material concerning training costs in other agencies.

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d. [ ] contract revision is being formalized by the  
contracting officer in Logistics Office.

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[ ]

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[ ]  
Administrative Officer, OTR

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